
Welcome to the Vaccine Management Portal!



**ARIZONA DEPARTMENT
OF HEALTH SERVICES**



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--Purpose--

The purpose of this User Guide is to provide detailed information of the resources available on the Clinic Portal, and how to carry out the tasks and responsibilities of the Staff role. The Clinic Portal will be used by the Staff to manage patient appointments.

--Overview--

The role of the Staff is to check-in patients with scheduled online appointments, cancel and reschedule patient appointments as needed, and also accommodate registration and scheduling for walk-in patients. The Staff is responsible for managing the Appointment Dashboard for a given site location.

--Clinic Portal Features - Staff--

- Logging into the Clinic Portal
- Appointments Dashboard
- Checking in a Patient
- Rescheduling and Cancelling an Appointment
- Booking Walk-In Appointments



Navigating the Clinic Portal as Staff

1. Log into the Clinic Portal using the Staff credentials sent to your registered email address. Check the box to confirm you understand and will comply with confidentiality rules and click **Login**.

ARIZONA DEPARTMENT OF HEALTH SERVICES
VACCINE CLINIC PORTAL

Arizona Vaccination Program

- ✓ Book and Schedule Vaccination Appointment in minutes
- ✓ Create Multiple Appointments for your Family Members.
- ✓ Keep your Data Confidential on our Secure Servers.

Sign in your application on our safe and highly secure platform.

☒ I have read and attest to adhere to the ADHS [Acceptable Use and Confidentiality Agreement](#).

Login

[Forgot password?](#)

Once you are logged in, the Appointments Dashboard will display. This is the default view for the Staff and provides a view of all appointments for selected events.

ARIZONA DEPARTMENT OF HEALTH SERVICES
VACCINE CLINIC PORTAL

OU: Maricopa Lucy Hicks

Dashboard

- ✓ Patient Check-in
- Walk-in
- Adverse Form
- Admin

Filter Options: [Dropdown]

Select Event: [Dropdown]

Appointments Select status: [Dropdown]

Export Today's Appointments **Export All Appointments**

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
----	------	------	------------	-----------	---------------	-------	------	---------	---------

Items per page: 20 0 of 0



2. Click the **Select Events** dropdown to view the list of events to which you are assigned as Staff. Select an event to view the dashboard with the patient appointment list for that event for today's date.

The screenshot shows the Clinic Portal dashboard. On the left is a sidebar with navigation links: Dashboard, Patient Check-in, Walk-in, Adverse Form, and Admin. The main area has a 'Filter Options' dropdown and a 'Select Status' dropdown set to 'All'. A red button 'Export Today's Appointments' is visible. A blue circle highlights the 'Select Event' dropdown, which is open, showing a list of events: 'COVID Vaccine event site ABC', 'COVID Vaccine event No Priority', and 'Influenza event site DEF'. The top right shows the user 'OU: Maricopa' and 'Lucy Hicks'.

3. The default view of the screen is all appointments scheduled for the current date (the next section reviews how to use Filter Options to search on future dates).

Click the **Select Status** dropdown box to view appointments based on status:

- Not checked in
- Checked in
- Done
- No show
- Cancelled
- Rescheduled

The screenshot shows the Clinic Portal dashboard with the 'Select Status' dropdown highlighted by a blue circle. The dropdown is open, showing the same list of status options as in the previous section. The 'Select Event' dropdown is now set to 'COVID Vaccine event site ABC'. The 'Export Today's Appointments' button is still visible.

4. On selecting a status, the list of patients who match that status will display with their Appointment ID, Date, Time, First Name, Last Name, Date of Birth, Phone, Type (of Scheduled appointment - i.e. online or walk-in).

The Example below shows **Not Checked in** status patients at the event.

The screenshot shows the Clinic Portal dashboard with the 'Select Status' dropdown set to 'Not checked-in'. The table below displays the list of patients matching this status for the selected event.

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS
6	12-09-2020	20:55	Jane	Smith	01-08-2010	(979) 912-0079	Online	Check-in Reschedule Cancel

The bottom of the page shows 'Items per page: 20' and '1 - 1 of 1'.



You can also use the filter option to quickly search the list by:

- Name
- Appointment ID
- Date Range (of appointment)
- Dte of Birth

5. Click the dropdown on the '**Filter Options**' field and select a filter.

The screenshot shows the Clinic Portal interface. At the top, there is a 'Filter Options:' dropdown menu highlighted with a red box. To its right is a 'Select Event:' dropdown menu with 'COVID Vaccine event site ABC' selected. Below these is a section titled 'Appointments' with a 'Select status:' dropdown menu set to 'All' and a red 'Export Appointments' button. Below the status menu is a table with columns: ID, DATE, TIME, FIRST NAME, LAST NAME, DATE OF BIRTH, PHONE, TYPE, ACTIONS, and ACTIONS. The table contains three rows of appointment data.

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
218	12-16-2020	19:15	vyotisingh	patient	08-18-1990	(123) 645-7890	Online		Reschedule
217	12-16-2020	16:15	vyotisingh	patient	08-18-1990	(123) 645-7890	Online		Reschedule Cancel
216	12-16-2020	15:15	James	Randall	01-01-1982	(734) 788-2338	Online		Reschedule Cancel

This close-up shows the 'Filter Options:' dropdown menu with a list of filter options: 'Name' (selected with a checkmark), 'Appointment ID', 'Date Range', and 'Date of Birth'.



- Once you've selected a filter criteria (in this example **Name**), another field will display where you can enter the information to filter the list.

Filter Options:

Name

▼

Enter Name

×

In the example below, the list has been filtered with all the names containing 'Sa.'

Filter Options:

Name

▼

Sa

×

Select Event: COVID Vaccine event site ABC ▼

Appointments

Select status: All ▼

Export Appointments T

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
41	12-14-2020	09:15	Sally	Fields	01-08-1999	(123) 654-7810	Walk-In		Follow Up
7	12-13-2020	09:45	Sam	Test Dev Down	12-09-2020	(123) 123-1231	Walk-In		Follow Up
4	12-13-2020	10:15	Sam	Testing	12-03-2020	(123) 123-1231	Walk-In		Follow Up
3	12-13-2020	12:15	Sam	Testing	12-03-2020	(123) 123-1231	Walk-In		Follow Up

Items per page: 20 21 - 40 of 5 |< <



Cancelling Appointments

When you select **Not Checked In** or **Checked in** statuses, you will have the options to cancel and reschedule appointments.

Filter Options: Select Event: COVID Vaccine event site ABC

Appointments Select Status: Not checked in Export Appointments

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE		ACTIONS
6	12-09-2020	20:55	Pooja	Sharma	01-08-2010	(979) 912-0079	Online	Check-in	Reschedule Cancel

Items per page: 20 1 - 1 of 1

1. To cancel a scheduled appointment, click the **Cancel** button.

Filter Options: Select Event: COVID Vaccine event site ABC

Appointments Select Status: Not checked in Export Appointments

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE		ACTIONS
6	12-09-2020	20:55	Pooja	Sharma	01-08-2010	(979) 912-0079	Online	Check-in	Reschedule Cancel

Items per page: 20 1 - 1 of 1

2. Select the cancellation reason from the dropdown list. Select **Other** if the reasons provided do not describe the patient's reason for cancelling.

After the cancellation reason is selected, click **Yes, cancel the appointment** and the appointment will get cancelled. If you do not want the appointment cancelled, click **No, Go Back** to return to the dashboard.

Cancel Appoinmtent

Are you sure you would like to cancel this appointment?

Reason for cancellation:

[No](#) [Yes](#)

Cancel appointment

Are you sure you would like to cancel this appointment?

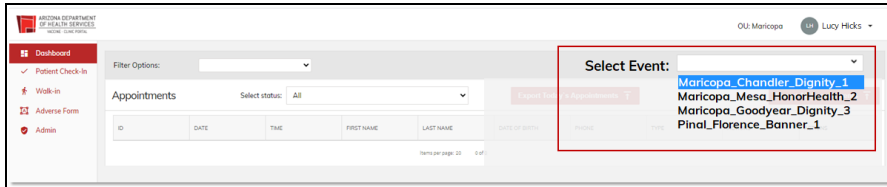
Reason for cancellation:

[No](#) [Yes](#)

Looking Up An Appointment ID

To check in a patient, you will need the QR code or the Appointment ID. This section reviews the steps for finding the Appointment ID if the patient is unable to provide it.

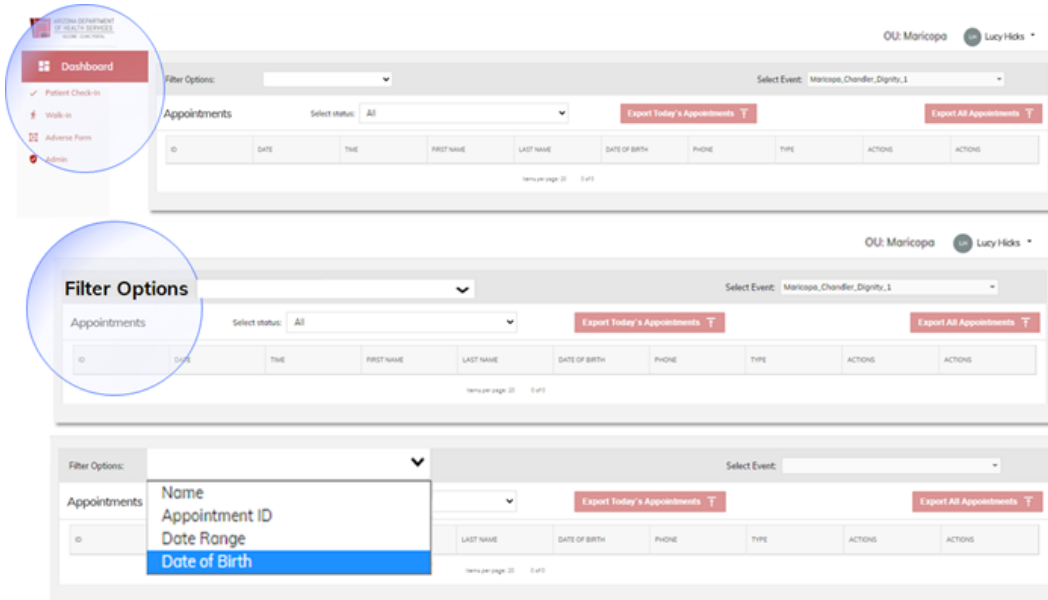
1. Under **Select Event**, click on the event the patient is scheduled for.



The Clinic Portal Dashboard will display. The dashboard defaults to today's date. If the event is for today, appointments for that date will be displaying.

2. Click the **Filter Options** dropdown arrow and select the filter you want to use. You can filter by:
 - Name or partial name
 - Appointment date range
 - Date of Birth

A best practice is to search on the Date of Birth, as this search will return the fewest results.



3. Once you select the filter, an entry field will display that corresponds with your selection. The screenshots below illustrate the entry option that displays for each filter.

- Name filter: A text entry box display
- Date Range: Two date boxes display. You can type in the from and through dates or select them from a calendar.
- Date of Birth: A date box displays

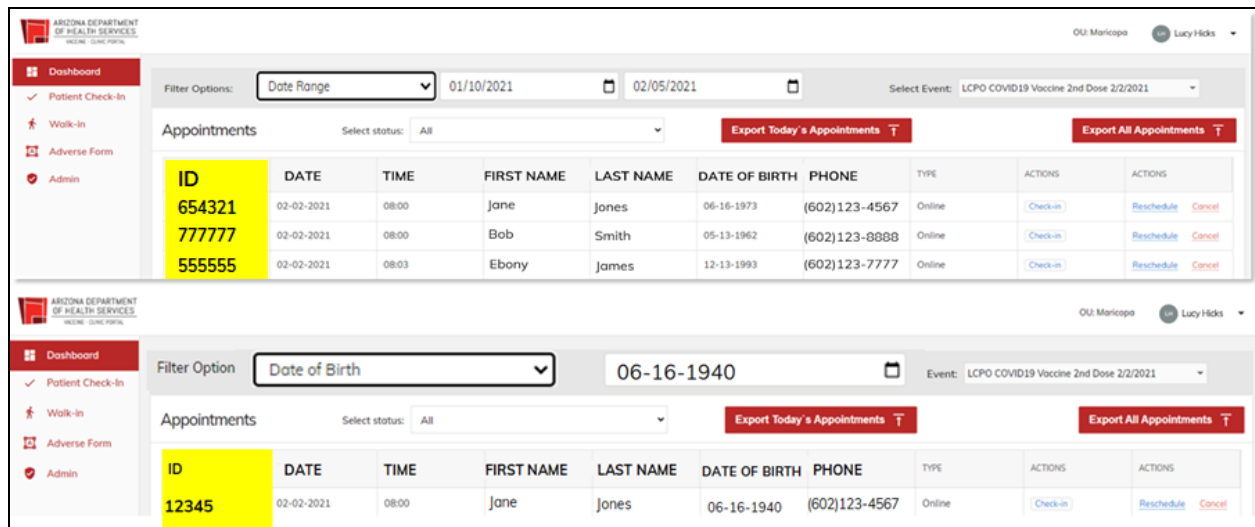


The image shows three separate filter option panels. The first panel shows 'Filter Options:' with a dropdown set to 'Name' and a text input field labeled 'Enter Name'. The second panel shows 'Filter Options:' with a dropdown set to 'Date Range', two date input fields (one with '01/10/2021' and one with '02/05/2021'), and calendar icons. The third panel shows 'Filter Options:' with a dropdown set to 'Date of Birth' and a date input field with the placeholder 'mm/dd/yyyy' and a calendar icon.

4. Enter your search criteria.

Once you enter your criteria into the filter the search will begin automatically and display all appointments for the selected event that match the criteria you entered.

The screenshots below illustrate the Date of birth and Date Range searches. The Appointment ID displays in the far left column (highlighted in the images).



The image contains two screenshots of the 'Appointments' table in the Clinic Portal. Both screenshots show a sidebar with navigation links (Dashboard, Patient Check-In, Walk-In, Adverse Form, Admin) and a top navigation bar with user information (OU: Maricopa, Lucy Hicks). The main content area shows a filter section with 'Filter Options:' and a dropdown menu. Below the filter is a table of appointments with columns: ID, DATE, TIME, FIRST NAME, LAST NAME, DATE OF BIRTH, PHONE, TYPE, and ACTIONS. The 'ID' column is highlighted in yellow in both screenshots.

Top Screenshot (Date Range Filter): The 'Filter Options:' dropdown is set to 'Date Range'. The filter fields show '01/10/2021' and '02/05/2021'. The 'Select Event:' dropdown is set to 'LCPO COVID19 Vaccine 2nd Dose 2/2/2021'. The table shows three appointments:

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS
654321	02-02-2021	08:00	Jane	Jones	06-16-1973	(602)123-4567	Online	Check-in Reschedule Cancel
777777	02-02-2021	08:00	Bob	Smith	05-13-1962	(602)123-8888	Online	Check-in Reschedule Cancel
555555	02-02-2021	08:03	Ebony	James	12-13-1993	(602)123-7777	Online	Check-in Reschedule Cancel

Bottom Screenshot (Date of Birth Filter): The 'Filter Options:' dropdown is set to 'Date of Birth'. The filter field shows '06-16-1940'. The 'Event:' dropdown is set to 'LCPO COVID19 Vaccine 2nd Dose 2/2/2021'. The table shows one appointment:

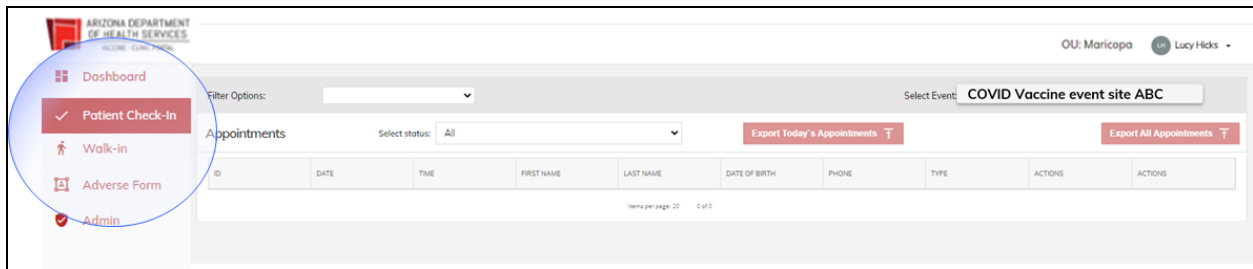
ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS
12345	02-02-2021	08:00	Jane	Jones	06-16-1940	(602)123-4567	Online	Check-in Reschedule Cancel



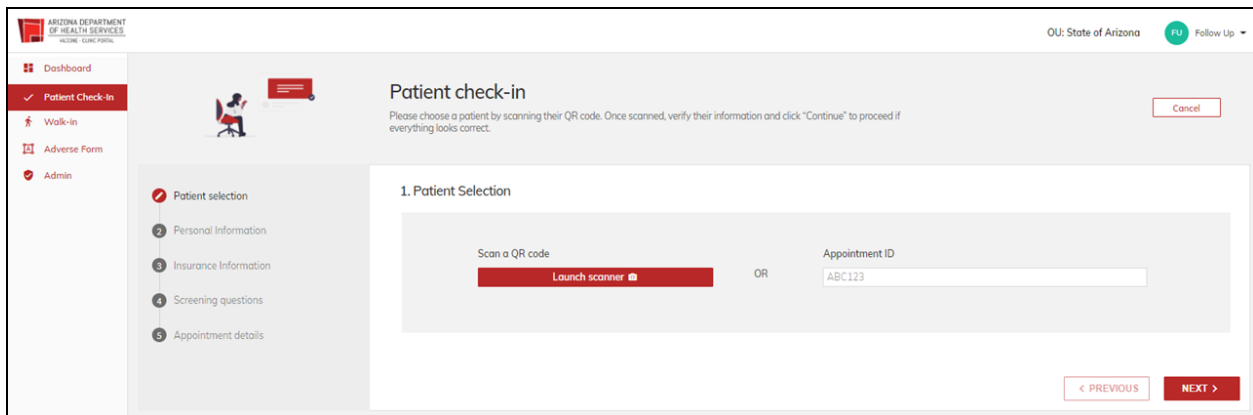
Checking In Patients

To check in a patient, you will need the QR code or the Appointment ID. The steps for finding the Appointment ID if the patient doesn't have it are reviewed in the previous section.

1. To check in a patient, click **Patient Check-in** on the menu bar, on the left hand side. The Patient check-in screen will display.



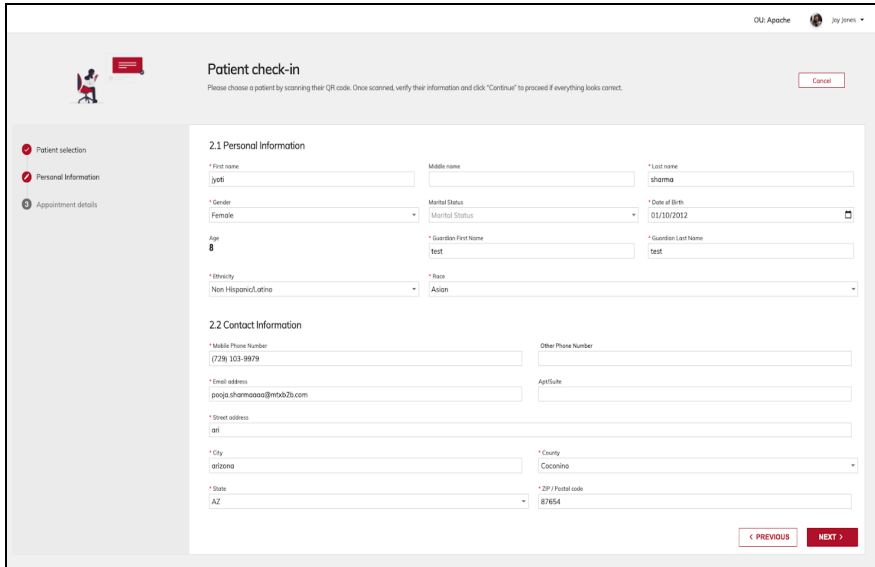
2. To begin check-in, you can scan a patient's QR code (received in their confirmation email or text) or verify the patient's Appointment ID.
 - To scan a QR code, click '**Launch Scanner**'. A camera will launch to read the QR code. Align the QR code with the camera so that the QR code is showing on screen.
 - No QR code? No problem. Just enter the Appointment ID into the Appointment ID field and click **Next**.



3. Verify the patient's personal and contact information.

You can update information by typing corrections directly into the field. The updates will save when you click the Next button. Click **Next** when the patient's details have been verified.

NOTE: Updates to the Personal and Contact Information can only be completed while the patient's status is Not checked in. Once they are checked-in, this information can no longer be changed.



Patient check-in
Please choose a patient by scanning their QR code. Once scanned, verify their information and click "Continue" to proceed if everything looks correct.

2.1 Personal Information

* First name: jodi
* Middle name: sharma
* Last name: sharma
* Gender: Female
* Marital Status: Married Status
* Date of Birth: 01/18/2012
* Age: 8
* Guardian First Name: test
* Guardian Last Name: test
* Ethnicity: Non-Hispanic/Latino
* Race: Asian

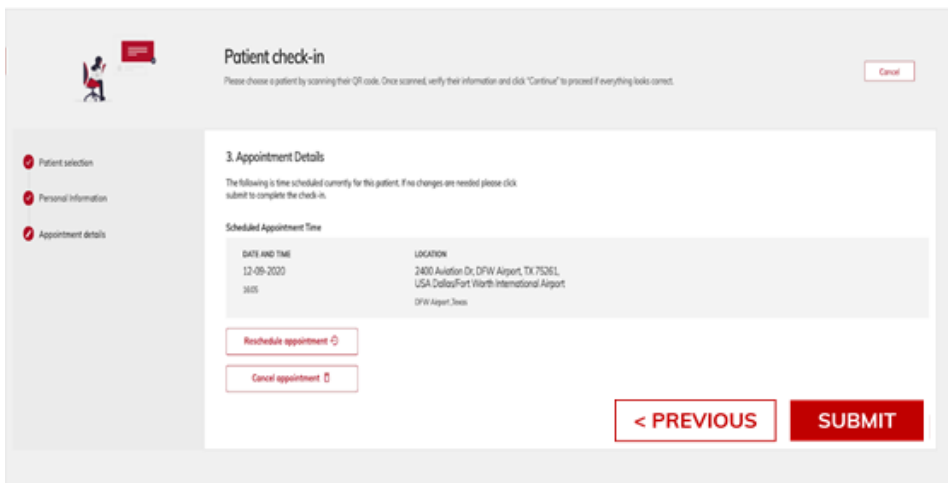
2.2 Contact Information

* Mobile Phone Number: (728) 303-9979
* Other Phone Number:
* Email address: jodi@sharmas.com
* Address:
* City: arizona
* State: AZ
* Country: Cocacina
* ZIP / Postal code: 87654

< PREVIOUS NEXT >

4. Confirm the appointment details and ask any additional questions required for vaccination. If the patient is not eligible to receive the vaccine for any reason (i.e. sickness), you can reschedule or cancel the appointment by clicking the Reschedule or Cancel button.

If the patient is confirmed to receive the vaccination, click **Submit**.



Patient check-in
Please choose a patient by scanning their QR code. Once scanned, verify their information and click "Continue" to proceed if everything looks correct.

3. Appointment Details

The following is time scheduled currently for this patient. If no changes are needed please click submit to complete the check-in.

Scheduled Appointment Time

DATE AND TIME	LOCATION
12-09-2020 10:05	2400 Aviation Dr, DFW Airport, TX 75261, USA Dallas/Fort Worth International Airport DFW Airport, Texas

Reschedule appointment

Cancel appointment

< PREVIOUS SUBMIT

The appointment status will update from **Not Checked In** to **Checked In**. The Patient will no longer display in the **Not Checked In** type list and now displays on the **Checked In** list.

Appointments									
Select Status : Checked In									
Export Appointments									
ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
217	12-16-2020	16:15	Jyoti Singh	Patient	08-18-1990	(123) 645-7890	Online		Reschedule Cancel
216	12-16-2020	15:15	James	Randall	01-01-1982	(734) 788-2338	Online		Reschedule Cancel
69	12-13-2020	09:15	Jo Test	Singh	08-18-1991	(123) 645-7890	Walk-In		Reschedule Cancel
68	12-14-2020	09:15	TestUser2	Check223	12-14-1980	(486) 512-1315	Call-In		Reschedule Cancel

Items per page: 20 1 - 4 of 4

Reschedule Patients

1. If you need to reschedule an appointment, click the 'Reschedule' button.

Appointments									
Select Status : Not checked in									
Export Appointments									
ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
6	12-09-2020	20:55	Pooja	Sharma	01-08-2010	(979) 912-0079	Online	Check in	Reschedule Cancel

Items per page: 20 1 - 1 of 1


2. Select a date and an event location and click **Choose Slot**.

Reschedule

Search for locations by ZIP code


* Appointment Date

12/22/2020

 **Search**

Note: Search for other available date/times if no events are found

Locations found



Nearby locations

Showing 1-5 of 9 results

- ☒ Tempe / Phoenix COVID Site
295 N 56th St, 85034, Phoenix, AZ
- ☐ Greenlee COVID vaccine event
164843 State Hwy #78, 85533, Clifton, AZ
- ☐ Dignity Health public event
485 S Dobson Rd, 85224, Chandler, Arizona
- ☐ Mesa COVID event
46 M.L.K. Jr Way, 85201, Mesa, Arizona
- ☐ Go Live Event
199 E Desert Broom Dr, 85224, Arizona, AZ

Next

Choose Slot

3. Select a time block. A list of available appointments for that block will display. Click on a time. Click **'Select & Finish'** to complete the reschedule.

Rescheduling

Please choose from the following available appointment slots

- Early Morning (12AM - 8:59AM) ▾
- Morning (9AM - 11:59AM) ▾
- Afternoon (12PM - 2:59PM) ▾
- Evening (3PM - 5:59PM) ▾
- Late Evening (6PM - 11:59PM) ▾

Please choose from the following available appointment slots

Evening (3PM - 5:59PM) ▴

	TIME	DATE	SLOTS
<input type="radio"/>	16:30:00	2020-12-13	25
<input checked="" type="radio"/>	16:45:00	2020-12-13	25
<input type="radio"/>	17:00:00	2020-12-13	24
<input type="radio"/>	17:15:00	2020-12-13	25
<input type="radio"/>	17:30:00	2020-12-13	24
<input type="radio"/>	17:45:00	2020-12-13	25

Late Evening (6PM - 11:59PM) ▾

[Back To Address](#) [Select & Finish](#)

Scheduling Walk-In Appointments

You have the option to book appointments for people who come to an event without an appointment.

1. Click the down arrow to the right of the **Select Event** field. The list of events you're assigned to will display.

Dashboard

- ✓ Patient Check-In
- 📍 Walk-In
- 📄 Advance Form
- 👤 Admin

Filter Options: ▾

Appointments

Select status: All ▾ [Export Today's Appointments](#) [Export All Appointments](#)

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
100% per page 10 1/10									

Select Event: ▾

2. Click on **the event** the patient has arrived at.

The screenshot shows the 'Appointments' section of the Clinic Portal dashboard. A red box highlights the 'Select Event:' dropdown menu, which is open and displays a list of events: Maricopa_Chandler_Dignity_1, Maricopa_Mesa_HonorHealth_2, Maricopa_Goodyear_Dignity_3, and Pinal_Florence_Banner_1. The user's name 'Lucy Hicks' is visible in the top right corner.

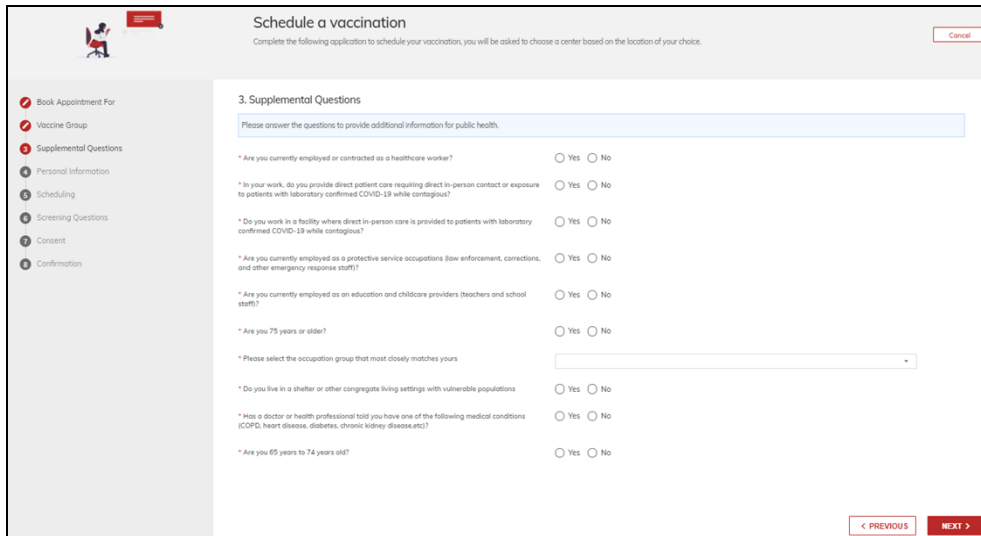
3. 'Appointments already scheduled for that event will display on the dashboard. Click **Walk-in** from the menu on the left side of the screen.

The screenshot shows the 'Appointments' section of the Clinic Portal dashboard. The 'Walk-in' button in the left sidebar is circled in blue. The main area displays a table of appointments with columns for ID, DATE, TIME, FIRST NAME, LAST NAME, DATE OF BIRTH, PHONE, and TIME. The user's name 'Lucy Hicks' is visible in the top right corner.

4. Click to choose from the available Vaccination Programs. You can select more than one. Click **Next** once you have selected the appropriate Program(s).

The screenshot shows the 'Schedule a vaccination' form. The 'Vaccination Programs' section is highlighted with a blue circle, showing a list of available vaccination groups. The 'COVID-19' option is selected with a red checkmark. The user is prompted to 'Please choose from the following available vaccination groups. You can also choose multiple groups.' The 'NEXT' button is visible at the bottom right.

- Ask the patient the supplemental questions to determine their priority group for receiving the selected vaccine. **Click Yes or No** to answer all of the questions and **click Next**.



Schedule a vaccination
Complete the following application to schedule your vaccination, you will be asked to choose a center based on the location of your choice.

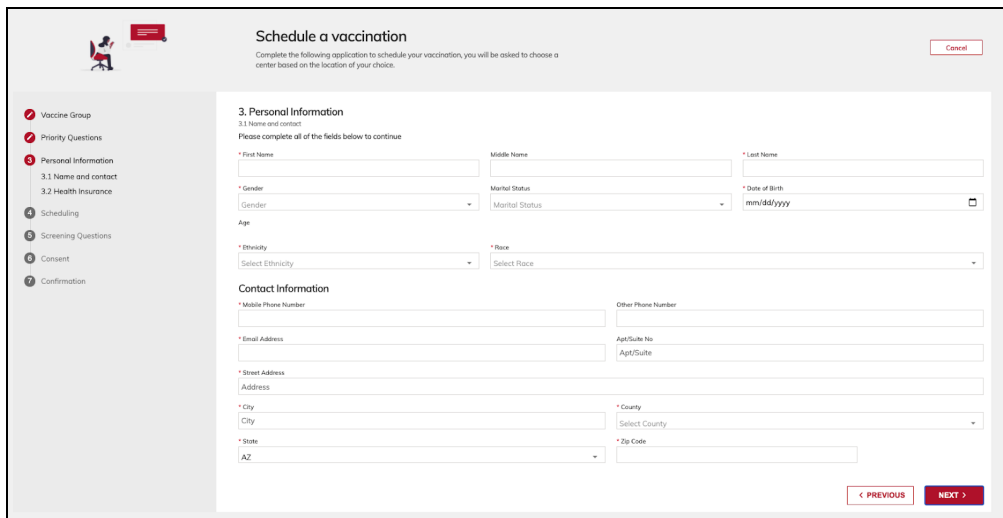
3. Supplemental Questions
Please answer the questions to provide additional information for public health.

- * Are you currently employed or contracted as a healthcare worker? ☐ Yes ☐ No
- * In your work, do you provide direct patient care requiring direct in-person contact or exposure to patients with laboratory confirmed COVID-19 while contagious? ☐ Yes ☐ No
- * Do you work in a facility where direct in-person care is provided to patients with laboratory confirmed COVID-19 while contagious? ☐ Yes ☐ No
- * Are you currently employed as a protective service occupations (law enforcement, corrections, and other emergency response staff)? ☐ Yes ☐ No
- * Are you currently employed as an education and childcare providers (teachers and school staff)? ☐ Yes ☐ No
- * Are you 75 years or older? ☐ Yes ☐ No
- * Please select the occupation group that most closely matches yours:
- * Do you live in a shelter or other congregate living settings with vulnerable populations? ☐ Yes ☐ No
- * Has a doctor or health professional told you have one of the following medical conditions (COPD, heart disease, diabetes, chronic kidney disease, etc)? ☐ Yes ☐ No
- * Are you 65 years to 74 years old? ☐ Yes ☐ No

[< PREVIOUS](#) [NEXT >](#)

- Enter the patient's personal and contact information. Fields marked with an asterisk (*) are required. **Click Next** once completed.

Note: Although an email address is not required, we strongly encourage the patient to provide one so they receive notifications about their vaccinations (appointment reminders, confirmation vaccines were administered, confirmation of follow up appointments, etc.)



Schedule a vaccination
Complete the following application to schedule your vaccination, you will be asked to choose a center based on the location of your choice.

3. Personal Information
3.1 Name and contact
Please complete all of the fields below to continue

* First Name Middle Name * Last Name

* Gender Marital Status * Date of Birth

Age

* Ethnicity * Race

Contact Information

* Mobile Phone Number Other Phone Number

* Email Address Apt/Suite No

* Street Address

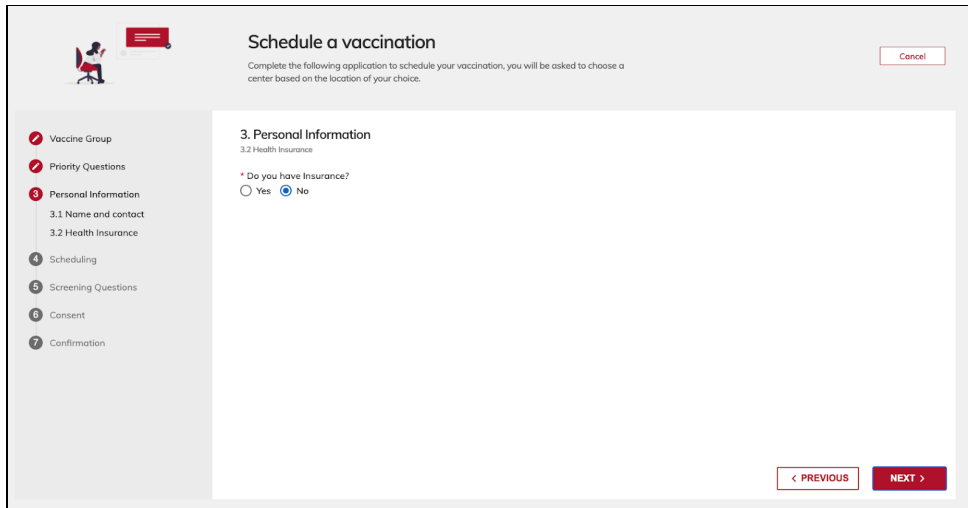
* City * County

* State * Zip Code

[< PREVIOUS](#) [NEXT >](#)

7. Ask the patient whether they have insurance and select Yes or No depending on their insurance status. If No, **click Next**.

If the patient asks why this information is being requested, it may be helpful to explain that "COVID-19 vaccines are free; however, insurance information is being requested during appointment scheduling so that an administration fee can be billed to insurance if you are insured. There will be no out-of-pocket costs requested during your appointment time and you should not receive a bill. "



Schedule a vaccination

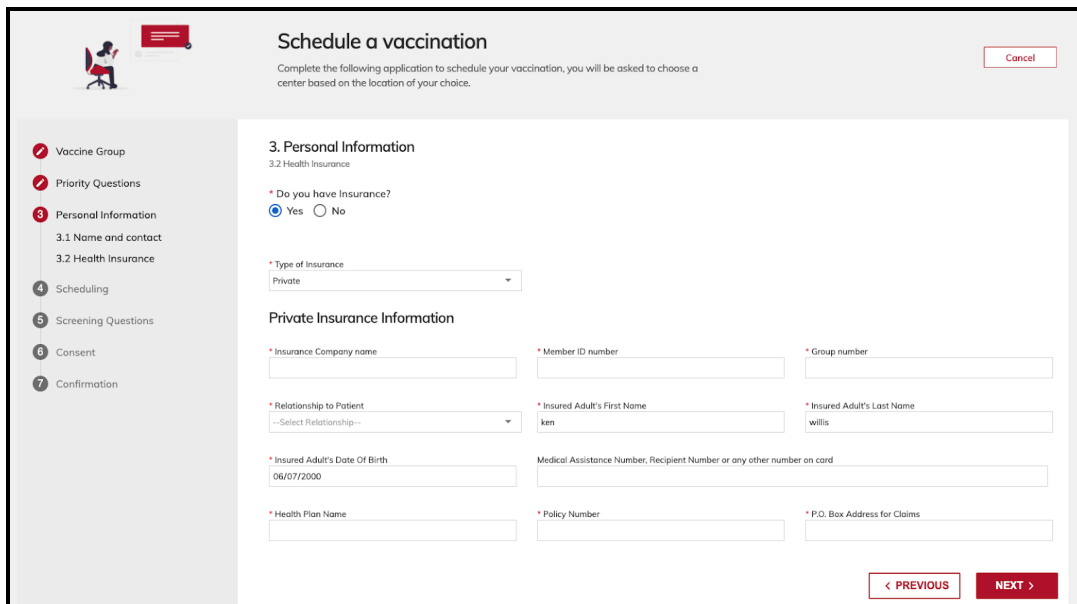
Complete the following application to schedule your vaccination, you will be asked to choose a center based on the location of your choice.

3. Personal Information
3.2 Health Insurance

* Do you have Insurance?
☐ Yes ☒ No

< PREVIOUS NEXT >

8. If the patient responds 'Yes' for insurance, fill in the required insurance information. All fields marked with an asterisk (*) are required. **Click Next** when you're done.



Schedule a vaccination

Complete the following application to schedule your vaccination, you will be asked to choose a center based on the location of your choice.

3. Personal Information
3.2 Health Insurance

* Do you have Insurance?
☒ Yes ☐ No

* Type of Insurance
Private

Private Insurance Information

* Insurance Company name * Member ID number * Group number

* Relationship to Patient * Insured Adult's First Name * Insured Adult's Last Name

--Select Relationship-- ken willis

* Insured Adult's Date Of Birth Medical Assistance Number, Recipient Number or any other number on card

06/07/2000

* Health Plan Name * Policy Number * P.O. Box Address for Claims

< PREVIOUS NEXT >

9. The event location you selected at the beginning of the appointment will display in the lower left hand corner of the screen. **Click Next.**

Schedule a vaccination
Complete the following application to schedule your vaccination, you will be asked to choose a center based on the location of your choice.

5. Scheduling
5.1 Choose a location

* Search for locations by ZIP code: * Appointment Date: 01/05/2021 **Search**

Locations found

Selected site
Choose a site from the results list above, and click Next to continue to appointment scheduling

Dignity South East POD
2626 E Pecos Rd, 85225, Chandler, Arizona

Neighboring locations
Showing 1-2 of 1 results

Dignity South East POD
2626 E Pecos Rd, 85225, Chandler, Arizona

< PREVIOUS **NEXT >**

10. **Click Select Slot** to display the available appointment times for that day and location.

Schedule a vaccination
Complete the following application to schedule your vaccination, you will be asked to choose a center based on the location of your choice.

Scheduling
5.2 Appointment time

Please select available appointment slot

First name	Last name	Selected Date	Selected Slot	Actions
Bob	Smith	01-05-2021	-	Select Slot

< PREVIOUS **NEXT >**



- The blocks of time during the day with appointments available will display on the screen. Click the down arrow for that block of time.

Scheduling

4.2 Appointment time

Please choose from the following available appointment slots

- Early Morning (12AM-8:59AM) ▾
- Morning (9AM - 11:59AM) ▾
- Afternoon (12PM - 2:59PM) ▾
- Evening (3PM - 5:59PM) ▾
- Late Evening (6PM - 11:59PM) ▾

[CANCEL](#) [SAVE](#)

- Available appointment times during that block will display. The number of appointments available during that time display on the far right. Click the button to the left of the appointment time you are scheduling.

Click Save.

Please choose from the following available appointment slots

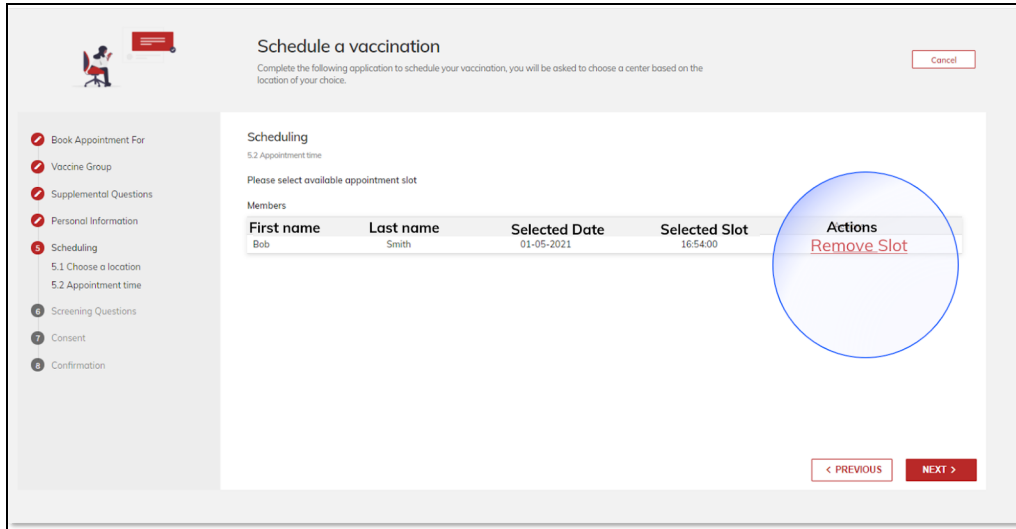
Morning (7 AM - 11:59 AM) ^

TIME	DATE	SLOTS
<input type="radio"/> 10:40 AM	01-23-2021	25
<input checked="" type="radio"/> 10:54 AM	01-23-2021	25
<input type="radio"/> 11:08 AM	01-23-2021	24
<input type="radio"/> 11:22 AM	01-23-2021	25
<input type="radio"/> 11:36 AM	01-23-2021	24
<input type="radio"/> 11:50 AM	01-23-2021	25

Afternoon (12 PM - 2:59 PM) ▾

[CANCEL](#) [SAVE](#)

13. The date and time of the appointment displays on the screen. If you need to change the time, click **Remove Slot** and repeat steps 11 and 12. To continue, scheduling the appointment, **click Next**.



Schedule a vaccination
Complete the following application to schedule your vaccination, you will be asked to choose a center based on the location of your choice.

Scheduling
5.2 Appointment time

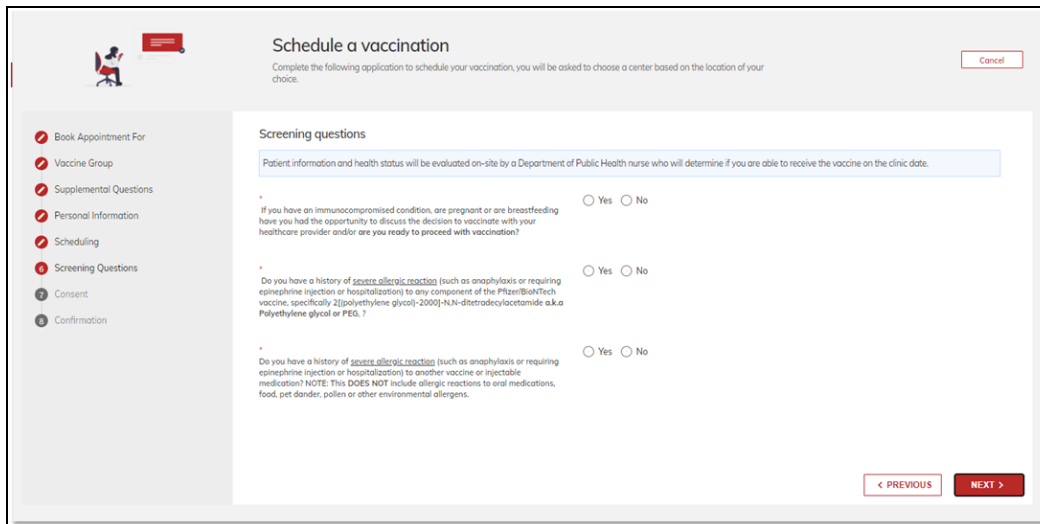
Please select available appointment slot

Members

First name	Last name	Selected Date	Selected Slot	Actions
Bob	Smith	01-05-2021	16:54:00	Remove Slot

< PREVIOUS NEXT >

14. Ask the patient the **Vaccination Screening Questions**. Click on Yes or No per the patient's responses. **Click Next** to proceed.



Schedule a vaccination
Complete the following application to schedule your vaccination, you will be asked to choose a center based on the location of your choice.

Screening questions

Patient information and health status will be evaluated on-site by a Department of Public Health nurse who will determine if you are able to receive the vaccine on the clinic date.

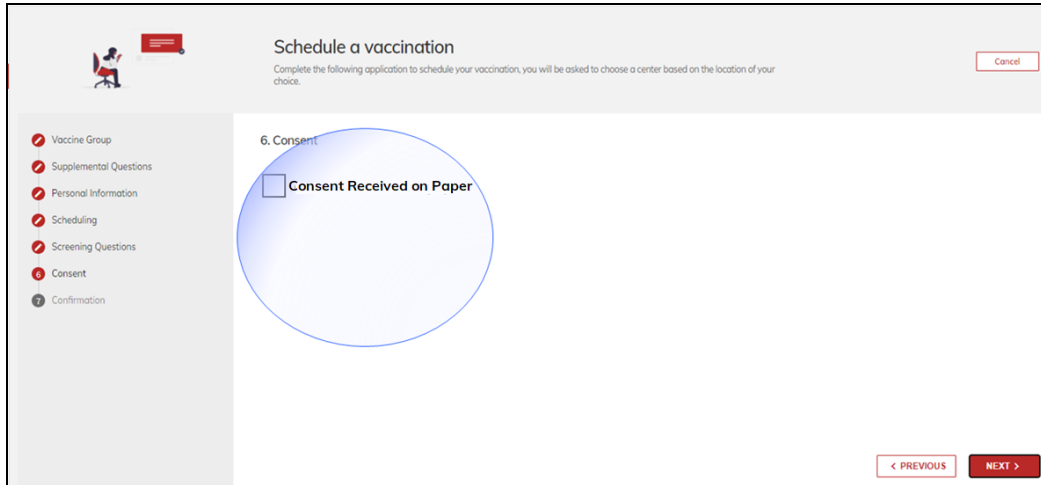
* If you have an immunocompromised condition, are pregnant or are breastfeeding have you had the opportunity to discuss the decision to vaccinate with your healthcare provider and/or are you ready to proceed with vaccination? ☐ Yes ☐ No

* Do you have a history of **severe allergic reaction** (such as anaphylaxis or requiring epinephrine injection or hospitalization) to any component of the Pfizer/BioTech vaccine, specifically: Zilpatermethylene glycol (2000) N-H-dimethylacetamide a.k.a Polyethylene glycol or PEG, ? ☐ Yes ☐ No

* Do you have a history of **severe allergic reaction** (such as anaphylaxis or requiring epinephrine injection or hospitalization) to another vaccine or injectable medication? NOTE: This DOES NOT include allergic reactions to oral medications, food, pet dander, pollen or other environmental allergens. ☐ Yes ☐ No

< PREVIOUS NEXT >

15. The final step requires that the patient provides consent to receive the vaccination. **Click Consent Received on paper. Click Next.**



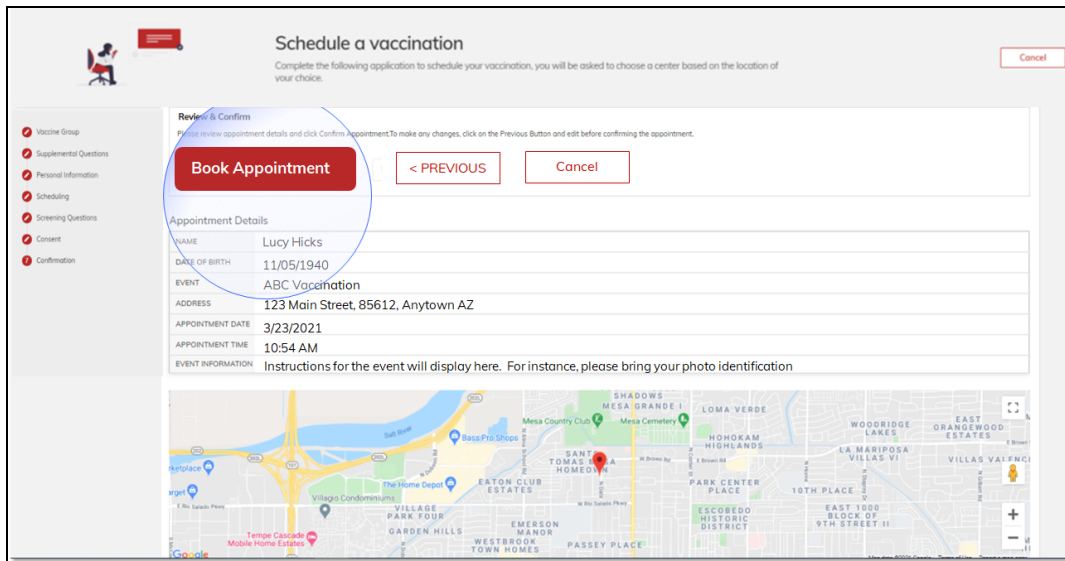
Schedule a vaccination
Complete the following application to schedule your vaccination, you will be asked to choose a center based on the location of your choice.

6. Consent

☐ Consent Received on Paper

< PREVIOUS NEXT >

16. To complete scheduling the walk-in, click **Book Appointment**. Click **No**, **Cancel** if you would like to cancel and start over.



Schedule a vaccination
Complete the following application to schedule your vaccination, you will be asked to choose a center based on the location of your choice.

Review & Confirm
Please review appointment details and click Confirm Appointment. To make any changes, click on the Previous Button and edit before confirming the appointment.

Book Appointment < PREVIOUS Cancel

Appointment Details

NAME	Lucy Hicks
DATE OF BIRTH	11/05/1940
EVENT	ABC Vaccination
ADDRESS	123 Main Street, 85612, Anytown AZ
APPOINTMENT DATE	3/23/2021
APPOINTMENT TIME	10:54 AM
EVENT INFORMATION	Instructions for the event will display here. For instance, please bring your photo identification

Map showing the location of the appointment.



17. The patient's name and appointment appear on the Appointment Dashboard as **Walk-in** and as **Not Checked In**.

NOTE: Now that you've created the patient's walk-in appointment, it is important to check them in for their appointment. Click **Check-in** under Actions and follow the [Check-in instructions](#).

The screenshot shows the Appointment Dashboard interface. At the top, there are 'Filter Options' and a 'Select Event' dropdown menu set to 'COVID Vaccine event site ABC'. Below this is a 'Select Status' dropdown menu set to 'Not checked in', which is highlighted with a red box. To the right of the status dropdown is a red 'Export Appointments' button. The main part of the dashboard is a table with columns: ID, DATE, TIME, FIRST NAME, LAST NAME, DATE OF BIRTH, PHONE, TYPE, ACTIONS, and ACTIONS. The table contains three rows of appointments. The first row has ID 254, DATE 12-18-2020, TIME 15:30, FIRST NAME Jessica1, LAST NAME William, DATE OF BIRTH 10-31-1994, PHONE (989) 899-9988, and TYPE Online. The second row has ID 248, DATE 12-18-2020, TIME 08:00, FIRST NAME A, LAST NAME B, DATE OF BIRTH 03-28-1990, PHONE (132) 123-1321, and TYPE Walk-in. The third row has ID 234, DATE 12-18-2020, TIME 15:00, FIRST NAME NG, LAST NAME Site, DATE OF BIRTH 12-31-1993, PHONE (123) 456-7122, and TYPE Walk-in. The 'TYPE' column for the second and third rows is highlighted with a red box. The 'ACTIONS' column for each row contains 'Check-in' and 'Reschedule Cancel' links. At the bottom of the table, it says 'Items per page: 20' and '1 - 3 of 3'.

ID	DATE	TIME	FIRST NAME	LAST NAME	DATE OF BIRTH	PHONE	TYPE	ACTIONS	ACTIONS
254	12-18-2020	15:30	Jessica1	William	10-31-1994	(989) 899-9988	Online	Check-in	Reschedule Cancel
248	12-18-2020	08:00	A	B	03-28-1990	(132) 123-1321	Walk-in	Check-in	Reschedule Cancel
234	12-18-2020	15:00	NG	Site	12-31-1993	(123) 456-7122	Walk-in	Check-in	Reschedule Cancel

This concludes the instructions for clinic staff to schedule, cancel and reschedule appointments.

Please contact your Site Administrator or Organization Unit (OU) Administrator if you have any questions or need assistance with this portal.